



Conducting a Follow Up in PRISM

January 11, 2007



HEAD START



Follow Up Review – Learning Objectives

At the end of this session you will be able to:

- **Locate a Follow Up Review in PRISM 2007 Web**
- **Locate a Follow Up Review in PRISM 2007 Stand Alone**
- **Navigate through the Standards and Findings tabs in PRISM 2007 during a Follow Up Review**
- **Locate findings for a Follow Up Review using PRISM 2007 software**
- **Enter new findings during a Follow Up Review**



HEAD START



Differences Between ANCs and PANCs

ANC

Area of Noncompliance

- Determinations from a previous review now being followed up upon during a Follow Up Review
- Exists prior to the review

PANC

Preliminary Area of Noncompliance

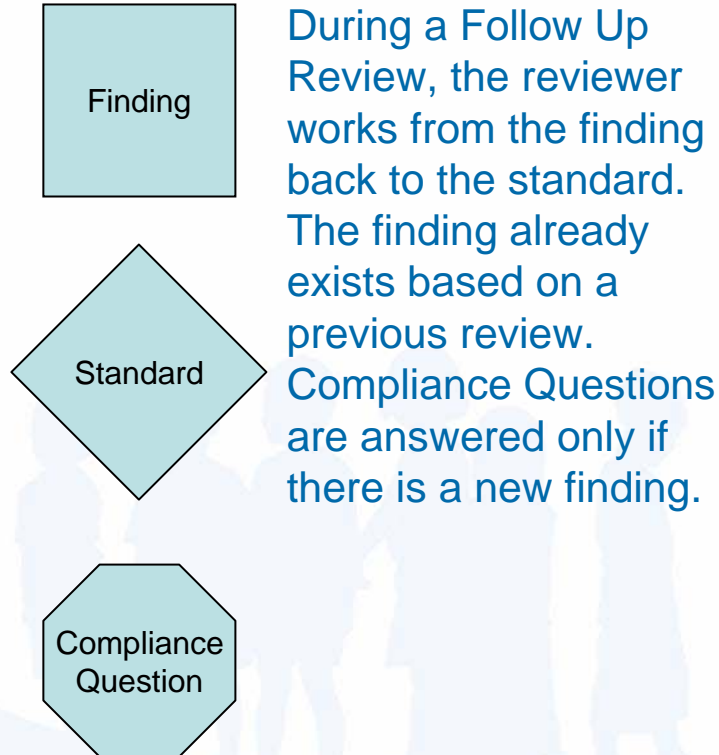
- Preliminary conclusion about noncompliance
- Discovered during a review



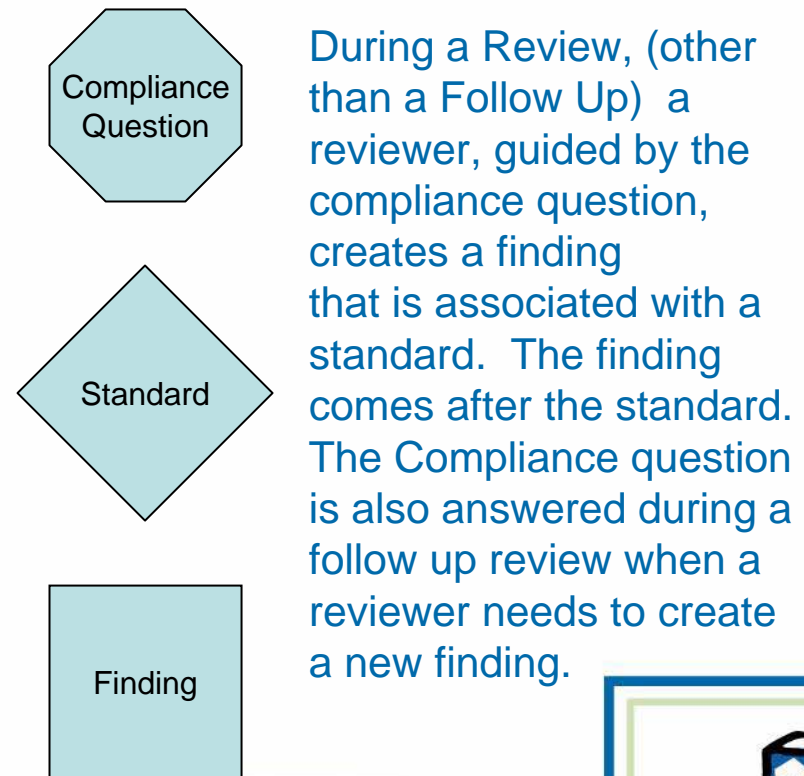


Follow Ups Vs Other Reviews

Follow Up Review



Other Reviews





Locating a Follow Up Review on the Web



https://prismweb.lewin.com/prism/Login.do

PRISM

Program Review Instrument for
Systems Monitoring of Head Start
and Early Head Start Grantees

ion: 2.0.3.0

Welcome to PRISM

Login

Username:

Password:

If this is the first time you are logging onto this site, please use your Danya-assigned user name as both your user name and password here. Remember your password is case sensitive.

Access PRISM Web (Report Coordinators and Team Leaders) with your Danya assigned username and password.

Trusted sites

PRISM

Program Review Instrument for
Systems Monitoring of Head Start
and Early Head Start Grantees

0.1.2

User: Brito,Annette

Grantee: Winn Dixie

Review: UAT0101

Review Summary

Activities Reviewers Areas of Noncompliance Determinations Sub-Reviews Initialize follow-up Issues Report

Review Type: Follow up

Start Date: 12/3/2006

End Date: 12/8/2006

Team Leader: Winn Dixie

Fiscal Year: 2007

Review Status: Review in Progress

Assignment Status: Assign to SYSTEM

Review Tasks

The Follow Up review is visible on the web...

Task			Status
Contact the Grantee	Winn Dixie	11/8/2006	In Progress
Schedule Pre-review Activities	Winn Dixie	11/26/2006	In Progress
Provide Team Access	Winn Dixie	11/26/2006	Access Provided
Conduct Review	Winn Dixie	12/8/2006	Review in Progress

History

Date/Time ↓	User	Task/Action	Comments
11/8/2006 5:17 PM	Balaji, Arasi	Conduct Review	The Status of India Opal (UAT02) has been set to Active
11/7/2006 8:28 AM	India Opal	Conduct Review ■ Status changed to Review in Progress	
11/7/2006 5:14 AM	Winn Dixie	Provide Team Access ■ Status changed to Access Provided	
11/7/2006 5:14 AM	Vasilyuk Vlad	Contact the Grantee	Review initialized.

PRISM

Program Review Instrument for
Systems Monitoring of Head Start
and Early Head Start Grantees

Version: 2.0.1.2

User: Brito, Annette

Grantee: Winn Dixie

Review: UAT0101

Reviews

Efficient

Non-Compliant

Review

Planned for Review

Reviews

Reviews

Coming

ive

Ready for QC

Report Analysis

QC Version 1

QC Version 2

QC Version 3

Completed

s

Overdue

Complete

Complete

s

Management Reports

Grantee Status

Tracking

Follow Up Tracking

Change Password

ff

Review Summary

Activities Reviewers **Areas of Noncompliance** Determinations Sub-Reviews Initialize follow-up Issues Report

Review Type

Team Leader

Assignment

Status

A reviewer can view the
Areas of noncompliance by clicking on
the Areas of Noncompliance icon

Date: 12/8/2006

Status: Review in
Progress

Review Tasks

Task	Assigned To	Due Date ↑	Status
Contact the Grantee	Winn Dixie	11/8/2006	In Progress
Schedule Pre-review Activities	Winn Dixie	11/26/2006	In Progress
Provide Team Access	Winn Dixie	11/26/2006	Access Provided
Conduct Review	Winn Dixie	12/8/2006	Review in Progress

History

Date/Time ↓	User	Task/Action	Comments
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11/7/2006 8:28 AM	India Opal	Conduct Review <ul style="list-style-type: none"> Status changed to Review in Progress 	
11/7/2006 5:14 AM	Winn Dixie	Provide Team Access <ul style="list-style-type: none"> Status changed to Access Provided 	
11/7/2006 5:14 AM	Vasilyuk Vlad	Contact the Grantee	Review initialized.



PRISM

Program Review Instrument for
Systems Monitoring of Head Start
and Early Head Start Grantees

Version: 2.0.1.2

User: Brito,Annette

Grantee: Winn Dixie

Review: UAT0101

Grantees

Deficient
Non-Compliant
In Review
Planned for Review

Reviews

My Reviews
Upcoming
Active
Ready for QC
In Report Analysis
In QC Version 1
In QC Version 2
In QC Version 3
Completed

Tasks

Overdue
Incomplete
Complete

Users

Management Reports

Grantee Status
QIP Tracking
Follow Up Tracking

Change Password

Logoff

Review Summary

Tasks | Activities | Reviewers | Determinations | Sub-Reviews | Initialize follow-up Issues | Report

Review Type: Follow up

Start Date: 12/3/2006

End Date: 12/8/2006

Team Leader: Winn Dixie

Fiscal Year: 2007

Review Status: Review in
Progress

Assignment Status: Assign to SYSTEM

Area of Noncompliance

Content Area	# Areas of Noncompliance	# Preliminary Areas of Noncompliance
Safe Environments	1	
Nutritional Services	0	
Disabilities Services	0	
Transportation Services	0	
Mental Health Services	0	
Health Services	3	
Family and Community Services	0	
Education and Early Childhood Services	0	
Program Design and Management	2	
Fiscal Management	0	
Standards Not Associated with the Protocol	3	

Areas of Noncompliance
cited during the previous
review that are now
being followed upon are
visible on the web





Navigating through the Standards and Findings tabs in PRISM 2007 during a Follow Up Review





Access the Follow Up Review in PRSIM 2007 as you would access any other review with your Danya assigned username and password

Leading Excellent Reviews



Synchronize Reviews

Select Who to Synch With

☒ A. Synchronize with website

☐ B. Synchronize with another computer, at right

PRISM Password:

Name of Computer:

Change of Assignments

☒ 1. No changes

☐ 2. Assign all of my current assignments to others

☐ 3. Assign everything that is currently assigned to the website to me

Progress

Ready to begin

Synchronization requires:

A. Enter PRISM password

B. Synchronize with the Web to receive your review(s)

C. Select start to begin the synchronization process



HEAD START



PRISM

Program Review Instrument for
Systems Monitoring of Head Start
and Early Head Start Grantees

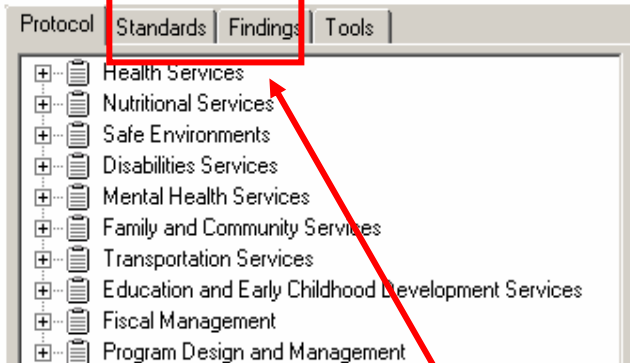
Synchronize Open Selected Review

Review ID	Description
1000	Sample Training Review (Local Use Only)

**Confirm the Follow Up Review ID
Double Left Click or highlight and select 'open review'
to open the review**



Select Review



PRISM Instrument 2007

[Home](#) [Back](#) [Next](#) [Up](#)

FY 2007 PRISM PROTOCOL

The Office of Head Start (OHS) introduces the FY 2007 PRISM Protocol to guide all first-year and triennial monitoring reviews. The protocol organizes elements of program performance standards and other program regulations into 10 sections against which compliance will be monitored:

- Health Services
- Nutritional Services
- Safe Environments
- Disabilities Services
- Mental Health Services

During a Follow Up Review, the Standards and Findings Tabs are used to locate and enter information during the Follow Up Review.

Compliance Questions form the basis of the protocol, with each question focusing on one or more program requirements against which compliance will be monitored. Answer "yes" or "no" for each compliance question by clicking the appropriate radio button. A response with a red flag immediately to the right of it, serves as a signal to the reviewer of a potential concern, in which case additional follow-up is needed.

Guidance prompts facilitate the monitoring process for each Compliance Question. Review teams must respond to Compliance Questions using the prompts, which outline the minimum "ground to cover" in addressing questions effectively. These *Ground to Cover* prompts indicate the people to interview, questions to ask, information to retrieve from documents, and observations to make in



Select Review

Protocol Standards Findings Tools

Filter: Show All Standards

- ☒ PART 74 - Financial And Program Management
- ☒ PART 84 - Nondiscrimination On The Basis Of Handicap In
- ☒ PART 92 - Uniform Administrative Requirements For Grants
- ☒ PART 215 - Uniform Administrative Requirements for Grant
- ☒ PART 220 - Cost Principles for Educational Institutions (Olv
- ☒ PART 225 - Cost Principles For State, Local, And Indian Tr
- ☒ PART 230 - Cost Principles For Non-Profit Organizations (C
- ☒ PART 1301 - Head Start Grants Administration
- ☒ PART 1302 - Policies and Procedures For Selection, Initia
- ☒ PART 1303 - Appeal Procedures For Head Start Grantees
- ☒ PART 1304 - Program Performance Standards For Operati
- ☒ PART 1305 - Eligibility, Recruitment, Selection, Enrollme
- ☒ PART 1306 - Head Start Staffing Require
- ☒ PART 1308 - Head Start Program Perform
- ☒ PART 1309 - Head Start Facilities Purchase, Major Renov
- ☒ PART 1310 - Head Start Transportation
- ☒ OMB Circular A-133
- ☒ Head Start Act

PART 1309 - Head Start Facilities Purchase, Major Renovations and Construction

Home Back Next Up

- ☒ 1309.1 Purpose and application.
- ☒ 1309.2 Approval of the use of Head Start funds to continue purchase of facilities.
- ☒ 1309.4 Eligibility -- Construction.
- ☒ 1309.5 Eligibility -- Major Renovations.
- ☒ 1309.10 Applications for the purchase, construction and major renovation of facilities.
- ☒ 1309.11 Cost comparison for purchase, construction and major renovation of facilities.
- ☒ 1309.12 Timely decisions.
- ☒ 1309.20 Title.
- ☒ 1309.21 Recording of Federal interest and other protection of Federal interest.
- ☒ 1309.22 Rights and responsibilities in the event of grantees default on mortgage, or withdrawal or termination.
- ☒ 1309.23 Insurance, bonding and maintenance.
- ☒ 1309.32 Statement of procurement procedure for modular units.
- ☒ 1309.33 Inspection.
- ☒ 1309.34 Costs of installation of modular unit.
- ☒ 1309.40 Copies of documents.
- ☒ 1309.41 Record retention.
- ☒ 1309.42 Audit of mortgage.
- ☒ 1309.43 Use of grant funds to pay fees.
- ☒ 1309.44 Independent analysis.
- ☒ 1309.51 Submission of drawings and specifications.
- ☒ 1309.52 Procurement procedures.
- ☒ 1309.53 Inspection of work.
- ☒ 1309.54 Davis-Bacon Act.

Standards Tab and Filter



Select Review

Protocol Standards Findings Tools

Filter: Show All Standards

PART 74 - Financial And Program Management
PART 84 - Nondiscrimination On The Basis Of Handicap
PART 92 - Uniform Administrative Requirements For Grantees
PART 215 - Uniform Administrative Requirements For Grantees
PART 220 - Cost Principles for Educational Institutions
PART 225 - Cost Principles For State, Local, And Indian Organizations
PART 230 - Cost Principles For Non-Profit Organizations
PART 1301 - Head Start Grants Administration
PART 1302 - Policies and Procedures For Selection, I
PART 1303 - Appeal Procedures For Head Start Grantees
PART 1304 - Program Performance Standards For Open Enrollment

1304.1 Purpose and scope.
1304.2 Effective dates.
1304.3 Definitions.
1304.20 Child Health and Developmental Services
1304.21 Education and Early Childhood Development
1304.22 Child Health and Developmental Services
1304.23 Child Health and Developmental Services
1304.24 Child Health and Developmental Services
1304.40 Family and Community Involvement
1304.41 Community Involvement
1304.50 Program Management
1304.51 Management
1304.52 Human Resources
1304.53 Facilities
1304.60 Deficiencies
1304.61 Noncompliance

PART 1305 - Eligibility
PART 1306 - Head Start
PART 1308 - Head Start
PART 1309 - Head Start

1304.20 Child Health and Developmental Services.

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Show Only My Notes Show Only Standards with Notes Print

(a) Determining Child Health Status
(1) In collaboration with the parents and as quickly as possible, but no later than 90 calendar days (with the exception noted in paragraph (a)(2) of this section) from the child's entry into the program (for the purposes of 45 CFR 1304.20(a)(1), 45 CFR 1304.20(a)(2), and 45 CFR 1304.20(b)(1), "entry" means the first day that Early Head Start or Head Start services are provided to the child), grantee and delegate agencies must:
(i) Make a determination as to whether or not each child has an ongoing source of continuous, accessible health care. If a child does not have a source of ongoing health care, grantee and delegate

1304.20(a)(1)
1304.20(a)(1)(i)

The Standards Tab clearly shows the reviewer what standards have been cited. The red X's indicate areas of concern in which evidence has been added. A red flag at the standard level indicates a finding. Click the [Standard Link](#) to add a note or to go to the finding associated with this standard. A menu will appear that allows the reviewer to add a note or go to the finding.

HEA2A 11/8/2006 12:52:05 PM - India Opal

Copy Delete



Select Review

Protocol Standards Findings Tools

Filter: Show All Standards

PART 74 - Financial And Program Management
PART 84 - Nondiscrimination On The Basis Of Handicap In Prog
PART 92 - Uniform Administrative Requirements For Grants And
PART 215 - Uniform Administrative Requirements for Grants and
PART 220 - Cost Principles for Educational Institutions (OMB Cir
PART 225 - Cost Principles For State, Local, And Indian Tribal G
PART 230 - Cost Principles For Non-Profit Organizations (OMB C
PART 1301 - Head Start Grants Administration
PART 1302 - Policies and Procesudres For Selection, Initial Fun
PART 1303 - Appeal Procedures For Head Start Grantees and C
PART 1304 - Program Performance Standards For Operation Of

1304.1 Purpose and scope.
1304.2 Effective dates.
1304.3 Definitions.
1304.20 Child Health and Developmental Services.
1304.21 Education and Early Childhood Development
1304.22 Child Health a
1304.23 Child Nutrition
1304.24 Child Mental H
1304.40 Family Partner
1304.41 Community Pa
1304.50 Program Gove
1304.51 Management
1304.52 Human Resou
1304.53 Facilities, Mat
1304.60 Deficiencies and quality improvement plans.
1304.61 Noncompliance.
PART 1305 - Eligibility, Recruitment, Selection, Enrollment And
PART 1306 - Head Start Staffing Requirements And Program O
PART 1308 - Head Start Program Performance Standards On S
PART 1309 - Head Start Facilities Purchase, Major Renovations
PART 1310 - Head Start T

1304.20 Child Health and Developmental Services.

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Show Only My Notes Show Only Standards with Notes Print

the exception noted in paragraph (a)(2) of this section) from the child's entry into the program (for the purposes of 45 CFR 1304.20(a)(1), 45 CFR 1304.20(a)(2), and 45 CFR 1304.20(b)(1), "entry" means the first day that Early Head Start or Head Start services are provided to the child), grantee and delegate agencies must:

(i) Make a determination as to whether or not each child has an ongoing source of continuous, accessible health care. If a child does not have a source of ongoing health care, grantee and delegate agencies must assist the parents in accessing a source of care;

1304.20(a)(1)(i)

Go To Finding
Add Note
Paste Note

Delete

From the Standards Tab, the reviewer may go directly to the finding by clicking on the *Go To Finding* link or he/she may add an additional note (evidence) by selecting the *Add Note* link.

(ii) Obtain from a health care professional a determination as to whether the child is up-to-date on a schedule of age appropriate preventive and primary health care which includes medical, dental and mental health. Such a schedule must incorporate

1304.20(a)(1)(ii)



Select Review

Protocol Standards Findings Tools
Filter: Show All Standards

- ☐ 1304.23(b)(3)
- ☐ 74.21(b)(6)
- ☐ 1304.23(e)(1)
- ☐ 1304.22(e)(4)
- ☒ 1304.22(f)(2)
- ☐ 1304.20(a)(1)(i)
- ☐ 1304.52(a)(2)(ii)
- ☐ 1304.40(c)(1)
- ☐ 1304.41(c)(1)
- ☐ 1304.23(e)(1)
- ☐ 1304.40(c)(1)
- ☐ 1304.53(a)(1)
- ☐ 1306.23(a)(1)
- ☐ 1304.40(c)(1)

The Findings Tab will list, in ascending order, the findings from a follow up and also subsequent findings created during a follow up. Historical narratives are also located in this view.

PANC

[Home](#) [Back](#) [Next](#) [Up](#)[Print the Preliminary Review Report](#)

Standard:

[Select Standard](#) [Assign](#) [Delete](#)

1304.22 Child Health and Safety.

(f) First Aid Kits

(2) First aid kits must be restocked after use, and an inventory must be conducted at regular intervals.

History:

Triennial (11/12/2006) - Area of Noncompliance
this is a narrative about 1304.22(f)(2) it has no evidence,

i tried to delete this , but i couldn't

Narrative:

Program Type: ☐ Head Start ☐ Early Head Start

I examined this area, but felt sick and decided to ask Preacher Man to me him out. I am assigning this issue to him. I wanted to assign this ANC to him, but I could not. Although the assign button is present, it does not necessarily work.

Status: ☒ Not Reviewed ☐ Corrected ☐ Not Corrected

Evidence:



History

- The History field will contain historical data from the previous review.
- The previous review type and review date are clearly visible in this field.
- The reviewer can view this field, however, historical data cannot be edited.



Filter:

1304.23(b)(3)

74 21 (L)(C)

1304

1304

1304

1304

1304

1304

1304

1304

1304

1304

1308

1304



Historical data identifies previous review type, date and Area of Non-Compliance.

PANC

 Home
 Back
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 Up

 [Print the Preliminary Review Report](#)

History:

Triennial (11/12/2006) - Area of Noncompliance
this is a narrative for 1304 a.i.i.

this is a good narrative with all the things it is supposed to have. i am adding it after synchronizing. i am logged on as jst 0?

Narrative:

Program Type: ☐ Head Start ☐ Early Head Start

This is ridiculous! The children still do not have an ongoing source of continuous accessible health care. I can continue to add to the narrative here.

Status: ☐ Not Reviewed ☒ Corrected ☐ Not Corrected

Evidence: 

HEA2A 11/8/2006 12:52:05 PM - India Opal

 Copy Delete

Delegate:

Method:

Center: 

Source: new note

Notes: new note created. Associated with 1304.20(a)(1)(i).



Select Review

Protocol Standards Findings Tools

Filter: Safe Environments

- ☐ 1304.20(a)(1)(i)
- ☐ 1304.22(e)(4)
- ☐ 1304.22(f)(2)
- ☐ 1304.23(e)(2)
- ☐ 1304.24(a)(1)(iv)
- ☐ 1304.25(a)(1)(i)

Historical data cannot be modified. Narrative and status are editable only by the reviewer to whom it has been assigned. However, upon synchronization, all reviewers may view the narrative.

PANC

Home Back Next Up

Print the Preliminary Review Report

Preview the Preliminary Review Report

Standard:

Select Standard

Assign

Delete

1304.22 Child Health and Safety.

(e) Hygiene

(4) Spills of bodily fluids (e.g., urine, feces, blood, saliva, nasal discharge, eye discharge or any fluid discharge) must be cleaned and disinfected immediately in keeping with professionally established guidelines (e.g., standards of the Occupational Safety Health Administration, U.S. Department of Labor). Any tools and equipment used to clean spills of bodily fluids must be cleaned and disinfected immediately. Other blood-contaminated materials must be disposed of in a plastic bag with a secure tie.

History:

Triennial (11/12/2006) - Area of Noncompliance

this is a narrative on 1304.22.e.4 i am entering this panc as uat 03 and i am checking off head start and early head start

Narrative:

Program Type: ☒ Head Start ☒ Early Head Start

I am adding to the narrative during a follow up review to demonstrate how this is done. My evidence is not shown here but I did look at the Triennial on which this follow up is being conducted. Triennial UAT100.





Status: ☒ Not Reviewed ☐ Corrected ☐ Not Corrected

Evidence:

- 1304.23(b)(3)
74.21(h)(6)
1304.2
1304.2
1304.2
1304.2
1304.5
1304.4
1304.4
1304.2
1304.4
1304.5
1306.2
1304.4

- Historical data cannot be modified.
- Program type cannot be modified.
- Narrative may be completed.
- Additional notes may be added.
- Status may be modified.

PANC

 Home
  Back
  Next
  Up

 [Print the Preliminary Review Report](#)

History:

Triennial (11/12/2006) - Area of Noncompliance
this is a narrative for 1304 a.i.

this is a good narrative with all the things it is supposed to have. i am adding it after synchronizing. i am logged on as jet 0?

Narrative:

 Program Type: ☐ Head Start ☐ Early Head Start

This is ridiculous! The children still do not have an ongoing source of continuous accessible health care. I can continue to add to the narrative here

Status: ☐ Not Reviewed ☒ Corrected ☐ Not Corrected

Evidence: 

HEA2A 11/8/2006 12:52:05 PM - India Opal

 Copy Delete

Delegate:

Method:

Center: 

Source: new note

Notes: new note created. Associated with 1304.20(a)(1)(i).



Locating Findings for a Follow Up Review using PRISM 2007 software





PRISM 2007 Stand Alone: Follow Up

- All reviews, including Follow Ups are conducted in PRISM 2007.
- The Follow Up review relies on PRISM 2007 to display the previous review's findings (areas of noncompliance).
- All previously identified findings (ANCs) are found under the Findings tab.
- Historical narratives from previous review(s) will also appear under the Findings tab.





PRISM 2007 Stand Alone: Follow Up

- Follow Up review team members are required to enter narrative and evidence to substantiate their team's decision that a finding has or has not been corrected.
- To create a new finding a reviewer must answer the compliance questions, enter notes (evidence) and create new findings through the standards tab.
- Old evidence and notes from previous review(s) will not appear under the Findings tab.





Select Review

Protocol Standards Findings Tools

Filter: Show All Standards

- ☐ 1304.23(b)(3)
- ☐ 74.21(b)(6)
- ☐ 1304.23(e)(1)
- ☒ 1304.22(e)(4)
- ☐ 1304.22(f)(2)
- ☐ 1304.20(a)(1)(i)
- ☐ 1304.52(a)(2)(ii)
- ☐ 1304.40(c)(1)
- ☐ 1304.41(c)(2)
- ☐ 1304.23(e)(2)
- ☐ 1304.40(c)(1)(ii)
- ☐ 1304.53(a)(1)
- ☐ 1306.23(a)
- ☐ 1304.40(c)(1)(i)

PANC

Home Back Next Up

Print the Preliminary Review Report

Standard:

Select Standard Assign Delete

1304.22 Child Health and Safety.

(e) Hygiene

(4) Spills of bodily fluids (e.g., urine, feces, blood, saliva, nasal discharge, eye discharge or any fluid discharge) must be cleaned and disinfected immediately in keeping with professionally established guidelines (e.g., standards of the Occupational Safety Health Administration, U.S. Department of Labor). Any tools and equipment used to clean spills of bodily fluids must be cleaned and disinfected immediately. Other blood-contaminated materials must be disposed of in a plastic bag with a secure tie.

Narrative:

I am creating a ch

☐ Select this ch

Evidence: !

SAF2C 11/8

Deleter

Method

Observation

☒ Early Head Start

Delete

All findings (PANCs and ANC)s are found in the Findings Tab. Currently, in the software, a reviewer can distinguish which findings are PANCs and which are ANC)s by opening each finding. Our example shows a PANC (hint: no visible history).



Select Review

Protocol Standards Findings Tools
Filter: Show All Standards

- ☐ 1304.23(b)(3)
- ☐ 74.21(b)(6)
- ☐ 1304.23(e)(1)
- ☐ 1304.22(e)(4)
- ☒ 1304.22(f)(2)
- ☐ 1304.20(a)(1)(i)
- ☐ 1304.52(a)(2)(ii)
- ☐ 1304.40(c)(1)
- ☐ 1304.41(c)(2)
- ☐ 1304.23(e)(2)
- ☐ 1304.40(c)(1)(ii)
- ☐ 1304.53(a)(1)
- ☐ 1306.23(a)
- ☐ 1304.40(c)(1)(i)

PANC

Home Back Next Up

Print the Preliminary Review Report

Standard:

Select Standard Assign Delete

1304.22 Child Health and Safety.

(f) First Aid Kits

(2) First aid kits must be restocked after use, and an inventory must be conducted at regular intervals.

History:

Triennial (11/12/2006) - Area of Noncompliance
this is a narrative about 1304.22(f)(2) it has no evidence,

i tried to delete this , but i couldn't

Program Type: ☐ Head Start ☐ Early Head Startask Preacher Man to me him out. I am assigning this issue to him. I wanted to assign
on button is present, it does not necessarily work.Status: ☒ Not Reviewed ☐ Corrected ☐ Not Corrected

Evidence:

In this example, we are looking at an ANC (Hint: historical data and evidence of previous review date and type; program type not modifiable).



Select Review

Protocol Standards Findings Tools

PANC

Home Back Next Up

A Follow Up finding will include historical data from the previous review. In our example we see the history from a previous Triennial. This history cannot be edited. The reviewer, however, may add to the narrative. Additional evidence can be cited at the standard level.

- ☐ 1306.23(a)
- ☐ 1304.40(c)(1)(i)

agencies must:

(i) Make a determination as to whether or not each child has an ongoing source of continuous, accessible health care. If a child does not have a source of ongoing health care, grantee and delegate agencies must assist the parents in accessing a source of care;

History:

Triennial (11/12/2006) - Area of Noncompliance
this is a narrative for 1304.a.1.i.

this is a good narrative with all the things it is supposed to have. i am adding it after synchronizing. i am logged on as uat 02

Narrative:

This is ridiculous! The children still do not have an ongoing source of continuous accessible health care.

Program Type: ☐ Head Start ☐ Early Head Start



Select Review

Protocol Standards Findings Tools
Filter: Show All Standards

PANC

Home Back Next Up

Print the Preliminary Review Report

The reviewer may add to the narrative and also create additional notes (evidence). New notes entered by other team members are shared and viewable in the Findings tab. Remember, the RC must have assigned the narrative to a reviewer prior to the follow up or during so that the reviewer can make editions to the narrative.

Standard:

Select Standard Assign Delete

23 Child Nutrition.

Nutritional Services

Staff must promote effective dental hygiene among children in conjunction with meals.

Narrative:

Program Type: ☒ Head Start ☒ Early Head Start

Grantee does not promote effective dental hygiene among children in conjunction with meals. One child thought that toothpaste "yummy treat" provided after meals.

Select this checkbox if this preliminary area of non-compliance was corrected during the review.

Evidence:

4A 11/7/2006 4:38:52 PM - Preacher Man

Copy

Delete

Date:

Method: Interview

Enter:

Source: Head Start student

Notes:

I interviewed Elijah Muhammed, a Head Start student. I asked him if he knew the purpose of toothpaste. He answered that it was a yummy treat that all the kids received after their meals.



Select Review

Protocol	Standards	Findings	Tools
Filter: Show All Standards			
<ul style="list-style-type: none"><input type="checkbox"/> 1304.23(b)(3)<input type="checkbox"/> 74.21(b)(6)<input type="checkbox"/> 1304.23(e)(1)<input type="checkbox"/> 1304.22(e)(4)<input type="checkbox"/> 1304.22(f)(2)<input checked="" type="checkbox"/> 1304.20(a)(1)(i)<input type="checkbox"/> 1304.52(a)(2)(ii)<input type="checkbox"/> 1304.40(c)(1)<input type="checkbox"/> 1304.41(c)(2)<input type="checkbox"/> 1304.23(e)(2)<input type="checkbox"/> 1304.40(c)(1)(ii)<input type="checkbox"/> 1304.53(a)(1)<input type="checkbox"/> 1306.23(a)<input type="checkbox"/> 1304.40(c)(1)(i)			

PANC

Home Back Next Up

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Standard:

1304.20 Child Health and Developmental Services.
(a) Determining Child Health Status
(1) In collaboration with the parents and as quickly as possible, but no later than 90 calendar days (with the exception noted in paragraph (a)(2) of this section) from the child's entry into the program (for the purposes of 45 CFR 1304.20(a)(1), 45 CFR 1304.20(a)(2), and 45 CFR 1304.20(b)(1), "entry" means the first day that Early Head Start or Head Start services are provided to the child), grantee and delegate agencies must:
(i) Make a determination as to whether or not each child has an ongoing source of continuous, accessible health care. If a child does not have a source of ongoing health care, grantee and delegate agencies must be developing a source of care.

Select Standard Assign Delete

The standard and text upon which the ANC was created is clearly visible directly preceding the history. The Reviewer can navigate back to the standard through the standards tab...

am adding it after synchronizing. i am logged

Program Type: ☐ Head Start ☐ Early Head Start

This is ridiculous! The children still do not have an ongoing source of continuous accessible health care. I can continue to add to the narrative here.



Select Review

Protocol Standards Findings Tools

Filter: Show All Standards

- PART 74 - Financial And Program Management
- PART 84 - Nondiscrimination On The Basis Of Handicap In Prog
- PART 92 - Uniform Administrative Requirements For Grants And
- PART 215 - Uniform Administrative Requirements for Grants and
- PART 220 - Cost Principles for Educational Institutions (OMB Cir
- PART 225 - Cost Principles For State, Local, And Indian Tribal G
- PART 230 - Cost Principles For Non-Profit Organizations (OMB C
- PART 1301 - Head Start Grants Administration
- PART 1302 - Policies and Procesudres For Selection, Initial Fun
- PART 1303 - Appeal Procedures For Head Start Grantees and C
- PART 1304 - Program Performance Standards For Operation Of
 - ☒ 1304.1 Purpose and scope.
 - ☒ 1304.2 Effective dates.
 - ☒ 1304.3 Definitions.
 - ☒ 1304.20 Child Health and Developmental Services.
 - ☒ 1304.21 Education and Early Childhood Development.
 - ☒ 1304.22 Child Health and Safety.
 - ☒ 1304.23 Child Nutrition.
 - ☒ 1304.24 Child Mental Health.
 - ☒ 1304.40 Family Partnerships.
 - ☒ 1304.41 Community Partnerships.
 - ☒ 1304.50 Program Governance.
 - ☒ 1304.51 Management Systems and Procedures.
 - ☒ 1304.52 Human Resources Management.
 - ☒ 1304.53 Facilities, Materials, and Equipment.
 - ☒ 1304.60 Deficiencies and quality improvement plans.
 - ☒ 1304.61 Noncompliance.
- PART 1305 - Eligibility, Recruitment, Selection, Enrollment And
- PART 1306 - Head Start Staffing Requirements And Program O
- PART 1308 - Head Start Program Performance Standards On S
- PART 1309 - Head Start Facilities Purchase, Major Renovations

1304.20 Child Health and Developmental Services.

[Home](#) [Back](#) [Next](#) [Up](#)☒ Show Only My Notes ☒ Show Only Standards with Notes [Print](#)

as possible, but no later than 90 calendar days (with the exception noted in paragraph (a)(2) of this section) from the child's entry into the program (for the purposes of 45 CFR 1304.20(a)(1), 45 CFR 1304.20(a)(2), and 45 CFR 1304.20(b)(1), "entry" means the first day that Early Head Start or Head Start services are provided to the child), grantee and delegate agencies must:

- (i) Make a determination as to whether or not each child has an ongoing source of continuous, accessible health care. If a child does not have a source of ongoing health care, grantee and delegate agencies must assist the parents in accessing a source of care;

[1304.20\(a\)\(1\)\(i\)](#)

- ☒ Go To Finding
- ☐ Add Note
- ☐ Paste Note

12/13/2006 2:06:23 PM - India Opal

[Copy](#)[Delete](#)

Delegate: Rocky Hill

Center: Classroom

Notes: new note c

...and add additional notes to the finding by clicking on the standard link and selecting *Add Note* from the menu.

12/14/2006 2:35:47 PM - India Opal

[Copy](#)[Delete](#)

Delegate: Rocky Hill EHS

Method: Observation

Center: Classroom A

Source: classroom A



Select Review

Protocol

Filter:

- ☐ 13
- ☐ 74
- ☐ 13
- ☐ 13
- ☐ 13
- ☒ 13
- ☐ 13
- ☐ 13
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- ☐ 13

Clicking on the *Go To Finding* button on the Standard Link will direct the Reviewer to the finding. Here the reviewer can view the previous history as well as add to the narrative. The Reviewer may also cite whether this finding has been *Corrected* or *Not Corrected* by selecting one of those options on this page. If this has been reviewed, the reviewer must change the status to corrected or not corrected.

PANC

[Home](#) [Back](#) [Next](#) [Up](#)[Print the Preliminary Review Report](#)**History:**

Triennial (11/12/2006) - Area of Noncompliance
this is a narrative for 1304.a.1.i.

this is a good narrative with all the things it is supposed to have. i am adding it after synchronizing. i am logged on as uat 02

Narrative:Program Type: ☐ Head Start ☐ Early Head Start

This is ridiculous! The children still do not have an ongoing source of continuous accessible health care. I can continue to add to the narrative here.

Status: ☐ Not Reviewed ☒ Corrected ☐ Not Corrected**Evidence:****HEA2A** 11/8/2006 12:52:05 PM - India Opal[Copy](#)[Delete](#)Delegate: Method: Center: Source: Notes:



Select Review

Protocol Standards Findings Tools

Filter: Show All Standards

- ☐ 1304.20(a)(1)(i)
- ☒ 1304.20(e)(1)
- ☐ 1304.52(a)(2)(i)
- ☐ 1304.52(a)(2)(ii)

PANC

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Standard:

Select Standard Assign Delete

1304.20 Child Health and Developmental Services.

(e) Involving parents.

In conducting the process, as described in sections 1304.20 (a), (b), and (c), and in making all possible efforts to ensure that each child is enrolled in and receiving appropriate health care services, grantee and delegate agencies must:

(1) Consult with parents immediately when child health or developmental problems are suspected or identified;

Narrative: ⓘ

Program Type: ☒ Head Start ☐ Early Head Start☐ Select this checkbox if this preliminary

Evidence: ⓘ

HEA3A 11/14/2006 9:34:08 PM - Sample User

Add Picture Copy Delete

Delegate: Castle Lake Method: Observation ☐ Area of concern

Center: Hogwarts Source: Mrs. Plath, Director

Notes: entered note

With the latest software release, findings are now automatically sorted in ascending order.



Creating New Findings During A Follow Up Review





Select Review

Protocol Standards Findings Tools

Health Services

- Section I - Staffing and Training
- Section II - Providing Health Services
- Section III - Involving Parents
- Section IV - Health Policies and Procedures
- Section V - EHS Programs Serving Pregnant Women

Nutritional Services

Safe Environment

Disabilities Services

Mental Health Services

Family and Community

Transportation

Education and

Fiscal Management

Program Design

SECTION I - Staffing and Training

Home Back Next Up

Show Only My Notes Assign this Health Services Protocol - Section I Print

1A

☐ Yes ☐ No

1A COMPLIANCE QUESTION

Are management functions for health services formally assigned to a staff person or persons?

The reviewer must utilize the protocol as a way to document additional findings. The reviewer must also answer the compliance question. The reviewer may add notes at the compliance question level....

- Identify the person who manages health services.
- Ask that person to describe his or her management responsibilities.

1A Notes:

New Note Paste

1B

☐ Yes ☐ No

1B COMPLIANCE QUESTION

Do the staff and consultants assigned to support health services have training and experience in public health, nursing, health education, maternal and child health, or health administration? Do the grantee and delegate assure that health procedures are performed only by a licensed or certified health professional?

Note: Notes provided for this question will be shared with the PDM Reviewer through the PRISM Software.



Select Review

Protocol Standards Findings Tools

Filter: Show All Standards

PART 74 - Financial And Program Management
PART 84 - Nondiscrimination On The Basis Of Handicap In Prog
PART 92 - Uniform Administrative Requirements For Grants And
PART 215 - Uniform Administrative Requirements for Grants and
PART 220 - Cost Principles for Educational Institutions (OMB Cir
PART 225 - Cost Principles For State, Local, And Indian Tribal C
PART 230 - Cost Principles For Non-Profit Organizations (OMB C
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PART 1302 - Policies and Procesudres For Selection, Initial Fun
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- ☒ 1304.1 Purpose and scope.
- ☒ 1304.2 Effective dates.
- ☒ 1304.3 Definitions.
- ☒ 1304.20 Child Health and Developmental Service
- ☒ 1304.21 Education and Early Childhood Develop
- ☒ 1304.22 Child Health and Safety.
- ☒ 1304.23 Child Nutrition.
- ☒ 1304.24 Child Mental Health.
- ☒ 1304.40 Family Partnerships.
- ☒ 1304.41 Community Partnerships.
- ☒ 1304.50 Program Governance.
- ☒ 1304.51 Management Systems and Procedures.
- ☒ 1304.52 Human Resources Management.
- ☒ 1304.53 Facilities, Materials, and Equipment.
- ☒ 1304.60 Deficiencies and quality improvement plans.
- ☒ 1304.61 Noncompliance.

PART 1305 - Eligibility, Recruitment, Selection, Enrollment And
PART 1306 - Head Start Staffing Requirements And Program Op
PART 1308 - Head Start Program Performance Standards On S
PART 1309 - Head Start Facilities Purchase, Major Renovations
PART 1310 - Head Start T

1304.20 Child Health and Developmental Services.

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☒ Show Only My Notes ☒ Show Only Standards with Notes

(1) Make a determination as to whether or not each child has an ongoing source of continuous, accessible health care. If a child does not have a source of ongoing health care, grantee and delegate agencies must assist the parents in accessing a source of care;

12/13/2006 2:06:23 PM - India Opal

Delegate: Rocky Hill EHS

Method: Observation

Center: Classroom B

Source: classroom B

Notes: new note created and associated with 1304.20(a)(1)(i)

...Additionally, the Reviewer may add new notes to the new findings from the Standards tab. To add additional notes, locate the standard cited in the finding then click on the *Add Note* button from the Standard Link. In our example we will add additional notes (evidence) by selecting *Add Note*.

Notes: new note created and associated with 1304.20(a)(1)(i)



Select Review

Protocol Standards Findings Tools

Filter: Show All Standards

PART 74 - Financial And Program Management
PART 84 - Nondiscrimination On The Basis Of Handicap In Prog
PART 92 - Uniform Administrative Requirements For Grants And
PART 215 - Uniform Administrative Requirements for Grants and
PART 220 - Cost Principles for Educational Institutions (OMB Cir
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1304.1 Purpose and scope.
1304.2 Effective dates.
1304.3 Definitions.
1304.20 Child Health and Developmental Services.
1304.21 Education and Early Childhood Development
1304.22 Child Health and Safety.
1304.23 Child Nutrition.
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1304.50 Program Governance.
1304.51 Management Systems and Procedures.
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1304.20 Child Health and Developmental Services.

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Show Only My Notes Show Only Standards with Notes Print

(a) Determining Child Health Status
(1) In collaboration with the parents and as quickly as possible, but no later than 90 calendar days (with the exception noted in paragraph (a)(2) of this section) from the child's entry into the program (for the purposes of 45 CFR 1304.20(a)(1), 45 CFR 1304.20(a)(2), and 45 CFR 1304.20(b)(1), "entry" means the first day that Early Head Start or Head Start services are provided to the child), grantee and delegate

1304.20(a)(1)
(1)(i)

In a Follow Up, it is advisable to add additional notes to an ANC at the standard level. However, new findings require the reviewer to answer the Compliance Questions.

Delete

Delegate: Method: Observation
Center: Source:
Notes:

HEA2A 11/8/2006 12:52:05 PM - India Opal

Copy Delete



Frequently Asked Questions





Frequently Asked Questions

I am doing a follow-up review. On the Findings tab, how do I differentiate between ANC's and new PANC's my team documents?

Right now, you cannot easily distinguish between ANC's and new findings (PANC's) on the Findings tab in the standalone PRISM 2007 software. The reviewer must click on each finding to view the details to determine if it is an ANC or PANC. Prior to a Follow Up Review, the reviewer should be made aware of the ANC's that are under investigation. A sort feature in the software does display all findings in ascending numerical order. However, the team should be aware of the ANC's prior to the start of the review and, therefore, able to distinguish them from new PANC's.





Frequently Asked Questions

I'm using the PRISM 2007 software on a follow-up review. How do I find the previous review's findings and document new findings in the new software?

When using the PRISM 2007 software on a Follow-Up Review, you will find all of the previously identified Areas of Noncompliance under the Findings tab. Historical narratives from previous review(s) will appear there, although evidence and notes from previous review(s) will not. Follow-up review team members are required to enter narrative and evidence to justify their findings on the follow-up review.





Frequently Asked Questions

I'm using the PRISM 2007 software on a follow-up review. Do I answer the Compliance Questions during a Follow Up Review?

You are required to complete the FY 2007 Protocol Compliance Questions for FY 2006 follow-up reviews when you create any new findings during a follow up review. When create a new finding, you may enter notes (evidence) through the standards tab. In the future, all findings from follow up reviews will contain links back to the originating Compliance Question.





Reminders

- When the new software is available synchronizing will automatically trigger installation of the newest version.
 - Receive auto-update when synchronizing computer-to-computer or with the PRISM website.
- Auto-update replaces the original synchronization.
 - After you receive the new version of the software, synchronize again to receive the review or exchange data.
- Go to <http://www.acf.hhs.gov/programs/hsb/prism/> under the Software download page to learn more.
- The PRISM software is located on this site and is called “PRISM 2007 Software”.





The last word.....

- The PRISM Help Desk is committed to providing you with the support necessary to learn and use the new PRISM 2007 Stand Alone.
- PRISM Help Desk Staff are available during the review week to offer phone support.
- PRISM Help Desk welcomes your feedback about the new software: 1.800.518.1932.





Findings Dissected





ANC or PANC?

PRISM Instrument
Program Review Instrument for
Systems Monitoring of Head Start
and Early Head Start Grantees

Select Review

Protocol Standards Findings Tools

Filter: Safe Environments

- ☐ 1304.20(a)(1)(i)
- ☐ 1304.22(e)(4)
- ☐ 1304.22(i)(2)
- ☐ 1304.23(e)(2)
- ☐ 1304.24(a)(1)(iv)
- ☐ 1304.40(c)(1)
- ☐ 1304.40(c)(1)(i)
- ☐ 1304.40(c)(1)(ii)
- ☐ 1304.52(a)(2)(ii)
- ☐ 1304.53(a)(1)
- ☐ 1306.23(a)

PANC

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Print the Preliminary Review Report Preview the Preliminary Review Report

Standard:

1304.22 Child Health and Safety.
(e) Hygiene
(4) Spills of bodily fluids (e.g., urine, feces, blood, saliva, nasal discharge, eye discharge or any fluid discharge) must be cleaned and disinfected immediately in keeping with professionally established guidelines (e.g., standards of the Occupational Safety Health Administration, U.S. Department of Labor). Any tools and equipment used to clean spills of bodily fluids must be cleaned and disinfected immediately. Other blood-contaminated materials must be disposed of in a plastic bag with a secure tie.

History:

Triennial (11/12/2006) - Area of Noncompliance
this is a narrative on 1304.22.e.4 i am entering this panc as uat 03 and i am checking off head start and early head start

Narrative: ☒

I am adding to the narrative during a follow up review to demonstrate how this is done. My evidence is not shown here but I did look at the Triennial on which this follow up is being conducted. Triennial UAT100.

Status: ☒ Not Reviewed ☐ Corrected ☐ Not Corrected

Evidence:

Ready 2042 UAT02

1. Historical Data
2. Program Type previously selected
3. Previous Review type and date
4. Narrative
5. Standard Citation





ANC or PANC?

PRISM Instrument

PRISM Program Review Instrument for Systems Monitoring of Head Start and Early Head Start Grantees

Select Review

Protocol Standards Findings Tools

Filter: Show All Standards

- ☐ 1304.23(b)(3)
- ☐ 74.21(b)(6)
- ☒ 1304.23(e)(1)
- ☐ 1304.22(e)(4)
- ☐ 1304.22(f)(2)
- ☐ 1304.20(a)(1)(i)
- ☐ 1304.52(a)(2)(ii)
- ☐ 1304.40(c)(1)
- ☐ 1304.41(c)(2)
- ☐ 1304.23(e)(2)
- ☐ 1304.40(c)(1)(ii)
- ☐ 1304.53(a)(1)
- ☐ 1306.23(a)
- ☐ 1304.40(c)(1)(i)

PANC

Home Back Next Up

Print the Preliminary Review Report

Standard: [Select Standard](#) [Assign](#) [Delete](#)

1304.23 Child Nutrition.
(e) Food Safety and Sanitation
(1) Grantee and delegate agencies must post evidence of compliance with all applicable Federal, State, Tribal, and local food safety and sanitation laws, including those related to the storage, preparation and service of food and the health of food handlers. In addition, agencies must contract only with food service vendors that are licensed in accordance with State, Tribal, or local laws.

Narrative: Program Type: ☒ Head Start ☒ Early Head Start

The grantee does not post evidence of compliance with all applicable Federal, State, Tribal, and local food safety and sanitation laws.

☒ Select this checkbox if this preliminary area of non-compliance was corrected during the review.

Evidence:

SAF3A 11/8/2006 12:02:33 PM - India Opal [Copy](#) [Delete](#)

Delegate: Method: Observation

Center: Source: myself

1. Narrative
2. Evidence (notes)
3. Standard Citation
4. Compliance Question Citation

PANC



HEAD START